

Schools Project Worker

NEAD (Norfolk Education and Action for Development) is a registered charity and Development Education Centre which aims to work locally for global justice and equality. NEAD staff and volunteers run educational outreach services and projects in Norfolk and Suffolk. These have included Students 4 Global Action, Norfolk Black History Month, Fair Trade in Norfolk and Global Messengers. More information can be found at:

www.nead.org.uk

General Information

- This post is offered as a three year contract.
- This is a full time post of 35 hours in any one week.
- This post attracts a gross salary of £ 21,567 per annum
- This post may include occasional evening and weekend work, by negotiation, for which the post-holder would receive time off in lieu.
- The post-holder will be based at and develop NEAD's new satellite base in Kings Lynn, with an initial induction period in Norwich. Some travel to NEAD's main Norwich base will be required. Please note these offices are on the 1st and 2nd floor and are only accessible by stairs. Please contact us if you wish to discuss access requirements further.
- The holiday allowance for this full-time post is 25 days p.a. (there are 3 additional days holiday which must be taken during our Christmas closure period).
- We hope the successful applicant would be able to take up the appointment on or before 1st August 2008.
- If you would like further information about the post, or an opportunity to discuss it, please do not hesitate to telephone Kaja Holloway, NEAD Manager, 01603 610993

Application Procedure

- Applicants are asked to apply using the NEAD job application form. A separate C.V. is not required.
- Applicants should read the attached Job Description and Person Specification carefully and write their applications in response to this. This should clearly set out your experience, attributes, and the reasons why you want to work for NEAD.
- Applications should be addressed to: Kaja Holloway, Manager, NEAD, 38 Exchange Street, Norwich, NR2 1AX, and must be received by Friday 30th May 2008.
- Short-listed candidates will be informed of their interview place and times by 5th June 2008. Interviews will be held during the week beginning 9th June 2008.
- If you have not heard from us by 16th June 2008 then your application was unsuccessful. Unfortunately, we are unable to acknowledge applications.
- Applicants should be aware that the successful candidate will be required to undertake a Criminal Records Bureau Disclosure.

NEAD Schools Project Worker: Job Description

Specific Duties

- To work with the NEAD Manager and other NEAD staff to deliver a new 3 year project. See appendix 1 for brief summary.
- To assist NEAD in developing other projects in Kings Lynn/West Norfolk.
- To contribute to the monitoring of NEAD's Work Programme. To provide information to the NEAD Manager for reporting to trustees and funders.
- To maintain NEAD's library of resources for use by schools and other NEAD members

Duties applicable to all NEAD employees

- To adhere to and implement all policies and Business Plan objectives, and participate in the review and development of these.
- To ensure that the NEAD Manager is aware of new initiatives, funding possibilities and other matters relating to the smooth functioning/future development of NEAD, and to contribute to funding applications.
- To attend appropriate team meetings, trustees meetings, volunteer meetings, strategy meetings, Annual General Meeting, and participate in staff/trustee sub-committees.
- To participate in the recruitment of new staff.
- To maintain links with national development education initiatives and networks.
- To ensure that all enquiries are efficiently and effectively dealt with.
- To publicise & promote all NEAD services, and represent NEAD at appropriate events.
- To manage volunteers and provide training as necessary to staff paid & unpaid.
- To make regular reports to the NEAD Manager about work done.
- To contribute to the production of an annual report, NEAD newsletters, etc.

NEAD Schools Project Worker - Person Specification

The successful candidate can expect to work with: Primary Schools; members of New Communities (Black and Minority Ethnic groups, Refugees and Asylum Seekers and other external migrants); other educational, statutory & voluntary sector bodies in West Norfolk.

You would be the sole paid worker (as presently planned) in the newly established satellite base and would be responsible for the efficient running of that base.

Essential Requirements

- An understanding of and keen interest in cultural diversity issues
- Proven experience of teaching and/or working effectively with Primary Schools
- Experience of working with people and groups from a range of diverse backgrounds
- Good communication skills (verbal and written)
- Confidence in working with people from a range of ages, experiences and backgrounds
- The ability to prioritise a wide range of tasks and objectives, and work to deadlines
- Ability to work on own initiative and as part of a team
- Proven organisational, administrative and ICT¹ ability

Desirable Requirements

- Experience of small voluntary/community organisations
- Willingness to support and develop the skills of volunteers
- Use of own car / ability to travel throughout a large rural area
- Awareness of resources available for primary schools on local/global development and cultural diversity issues
- Experience of managing budgets
- Interest in local and global development issues

¹ICT expertise in Internet use, Microsoft Office, Excel, Access and Power Point

Appendix 1

Connecting Norfolk Communities: a new NEAD 3 year project (01/04/08 – 31/03/11)

Background

NEAD (Norfolk Education & Action for Development) is an educational charity based in Norwich. Since 1985 it has been working with schools, teachers, students and other educational personnel to support them in their endeavours to include education about global issues, human rights, cultural diversity and sustainable development in their practices and policies. The key NEAD aim has been to support local/global (citizenship) knowledge, attitudes and skills amongst young people in Norfolk and Suffolk schools so that they are fully able to participate in the increasingly globalised world and culturally diverse society they are a part of and will inherit.

Project Aims

This project aims over 3 years to enable primary schools in West Norfolk to deliver global dimension; cultural diversity, and millennium development goals as part of the education of their pupils. Following consultations with a group of Primary Headteachers in Kings Lynn the key focus for this project was agreed to be to support primary schools and their teachers in developing new educational opportunities and activities to address the current local issue – the large influx of people from ‘New Communities’ (Black and Minority Ethnic, Refugees and Asylum Seekers and Migrant Workers) moving into Kings Lynn/West Norfolk and the tension this can bring to local community cohesion.

As a result of this project NEAD will appoint a new project worker and establish a satellite base in Kings Lynn to address these issues, with support from:

- the NEAD Manager and other staff in Norwich
- Norfolk Children's Services and the West Norfolk Strategic Partnership.
- Other educational advisers, non-governmental organisations and new community groups/individuals in or around West Norfolk

Because many of the myths and stereotypes emanate from the media, this project will also seek to increase positive media coverage of schools work on these and other global issues.

Finances:

NEAD has gained funding for this project from the Department of International Development (DfID) Development Awareness Fund (DAF) from April 1st 2008 until March 31st 2011.

Key Project Activities

We are required to submit a full three-year implementation plan when our funding application was made. Below is a sample of what we proposed. Inevitably, there will be some modifications as we react to local needs and priorities and also to accommodate the particular talents and enthusiasms of the project worker. Activities are targeted to benefit primary schools and new communities in West Norfolk.

April - August 2008 Project Planning, Recruitment and Preparation

- Preparation and agreement of Project Action Plan
- Recruitment of Project Worker - target date for appointment August 2008
- Appointment of Independent Project Evaluators, identification of key tools.
- Identification of NEAD ‘Satellite’ base, purchase of project equipment, etc.
- Meetings with key stakeholders (Heads/teachers, Norfolk Children's Services, West Norfolk Strategic Partnership, etc.)

- Establish Project Reference Group (meet termly to monitor progress/new ideas).
- Develop contacts with members of new communities in West Norfolk
- Identify translation needs and possible translators.
- Preparation of project promotional materials, including designated website pages
- Set up and move into new satellite base

September 2008 – March 2009: Year one implementation

- Dissemination of promotional materials to schools, new communities etc.
- Project launch for schools, new communities, other key stakeholders.
- Initial Teachers Working Groups set up, two in Year One.
- Identification of support and training needs for new communities.
- Market research with teachers to assess priorities in terms of NEAD services.
- Organisation of classroom sessions for members of new communities.
- Organisation of first West Norfolk Primary Curriculum Professional Development dissemination event (Spring 09)
- Development of contacts with local media to promote positive coverage.
- Two meetings of Project Reference Group to assess progress/suggest new ideas.
- Year one project evaluation and preparation of reports.